

YOUTH SERVICES POLICY

Title: Procurement of Supplies and Equipment Next Annual Review Date: 05/06/2010	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.7
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References: ACA Standard 2-CO-1B-09 (Standards for Administration of Correctional Agencies); La. R.S. 39:1551-1771 "Louisiana Procurement Code"; Office of State Purchasing Rules and Regulations; Executive Orders: BJ 08-67; BJ 08-77; PPM 51 Contracts for Maintenance, Equipment and Services; PPM Part V, Ch. 13 Equipment Purchase Approval; and YS Policy A.3.10 "LaCarte Purchasing Card"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/06/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide the Deputy Secretary's policy regarding procurement of supplies and equipment in accordance with the Louisiana Procurement Code.

III. APPLICABILITY:

This policy shall apply to all Youth Services staff.

IV. DEFINITIONS:

Non Competitive Items - Small purchases, regardless of price, that do not require bids.

Office of Management and Finance / Purchasing (OMF / Purchasing) - A unit within Youth Services responsible for the requisitions and purchases of the agency.

Quotations - A supplier's price offer for specific goods or services provided verbally or in writing depending on dollar amount.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Assistant Secretary, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It shall be the Deputy Secretary's policy that all employees responsible for the requisition and purchase of supplies and equipment shall comply with all laws, regulations and executive orders to ensure proper control of state finances and maximum competition among vendors.

VI. RESPONSIBILITY:

A. OMF/Purchasing staff shall be responsible for:

1. The requisition and purchase of food for kitchens, medication for youth, warehouse supplies, equipment services, major repairs, office supplies and equipment.
2. Ensuring compliance with all laws, regulations, and executive orders pertaining to procurement.
3. Ensuring proper control of state finances and maximum competition among vendors.
4. Utilizing the Advanced Government Purchasing System (AGPS) to the fullest extent possible in order to capture transactions involving state funds in the Integrated Statewide Information System (ISIS).

B. Unit Heads shall be responsible for ensuring that staff comply with purchasing procedures as established by OMF/Purchasing.

VII. DELEGATED PURCHASING AUTHORITY:

Youth Services has delegated purchasing authority as follows:

- A. To make small purchases up to five thousand dollars (\$5000.00). Price quotations shall be solicited from three (3) or more bona fide qualified vendors for purchases exceeding one thousand dollars (\$1000.00) but not exceeding five thousand dollars (\$5000.00).

- B. The Division of Administration, Office of State Purchasing shall handle all purchases over five thousand dollars (\$5000.00).

VIII NON COMPETITIVE ITEMS:

Youth Services has some items which are “non-competitive” regardless of price per Executive Order BJ 08-67, Section 5A.

IX. EMERGENCY PROCUREMENT:

- A. The OMF Purchasing Director or his designee shall make or authorize others to make emergency procurements when there exists an imminent threat to public health, welfare, safety or public property under emergency conditions as defined in accordance with Office of State Purchasing regulations.
 - B. Every effort shall be made to obtain quotations from three (3) or more vendors when supplies, services or major repairs are to be purchased on an emergency basis.
 - C. Immediate purchasing shall be discouraged as much as possible.
 - D. When time does not permit the obtaining of written quotations, the OMF Purchasing Director or his designee shall obtain quotations by telephone.
 - E. Any offer accepted shall be confirmed in writing.
 - F. Written documentation of facts and circumstances leading to the conclusion that such procurement was necessary shall be submitted to the OMF Purchasing Director.
 - G. Emergency procurement shall be limited to only those supplies, services, or major repair items necessary to meet the emergency.
- X.** No purchases shall be made without prior approval from YS Central Office Budget and the OMF/Purchasing Director or his/her designee.